



# Kanata Minor Hockey Association

## Issue Resolution and Fact Finding Form

100 Walter Baker Place  
Box 3, Kanata, ON, K2V 1A2  
info@kmha.ca  
(p) 613-831-7051  
(f) 613-831-7197

**Please note the following:**

- Allegations of harassment will not result in the automatic release of the player against whom the allegation is being filed.
- Definitions are provided in Appendix C.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity from: NO FURTHER ACTION to EXPULSION.
- Kanata Minor Hockey Association (KMHA) cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that KMHA may share some or all of this information in the process of resolving the allegation(s).
- Allegations will be addressed according to severity, resources and safety for participants.
- The KMHA Discipline and Appeals Chair will decide the appropriate course of action, which may include handing off the issue to a community agency.
- Drop off, fax or email completed form to the KMHA Office at 613-831-7197 or da.chairman@kmha.ca

**Please complete the following:**

1. **Person making the allegation:**  Player  Parent  Volunteer  Official  Employee

First Name:		Last Name:	
Address:			
City/Town:	Province:	Postal Code:	
Telephone:	Cell:	Email:	

2. **Person on whose behalf the allegation is made:**

*(to be completed if different from above)*

First Name:		Last Name:	
Birth date (day/month/year):			

3. **Name of person(s) against whom you are filing the allegation(s):**

First Name:	Last Name:	Title/Role:	Association/League/Team:

4. What date did the incident occur? \_\_\_\_\_

5. Have you respected the 24 hour rule?  Yes  No

Please note: This rule is imposed to help parents and coaching staff deal with situations that are emotionally charged. Twenty four hours usually gives both parties some cooling off time and an opportunity to gather ones thoughts before meeting or deciding on next steps.

6. Have you discussed your allegations or concerns with the respondent?  Yes  No

If No, why not? \_\_\_\_\_

7. Was the incident brought to the attention of a coach or any other KMHA official?  Yes  No

If so, who? \_\_\_\_\_

8. Please check the ground(s) that best describes your allegation(s):

A)  Harassment (refer to Appendix C):

Type of behaviour:  Conduct  Gestures  Comments

Based on:

Race  Ethnicity  Disability  Colour  
 Religion  Age  Sexual orientation  Sex  
 Marital status  Family status  Pardoned conviction  Other

B)  Abuse (refer to Appendix C):

Type of behaviour:  Physical  Emotional  Sexual  Neglect

Please note: KMHA will not investigate reports of abuse that meet the definition provided. This information shall be provided to the appropriate community agencies for follow up.

C)  Bullying (refer to Appendix C):

Type of behaviour:  Physical  Verbal  Relational  Reactive

D)  Misconduct (refer to Appendix C):

Please note: Allegations of misconduct will be investigated by the KMHA for formal or informal resolution according the KMHA by-laws, rules and policies.

9. Name of person(s) who witnessed the incident:

First Name:	Last Name:	Phone:	Email:





## Appendix A: KMHA CODE OF CONDUCT

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### **BY-LAW 8 - CODE OF CONDUCT** (added 1996/97 AGM)

- 8.1 Membership in the KMHA is not a right - it is a privilege. Members must abide by the Constitution and Bylaws and their behavior is expected to mirror the spirit of this Code.
- 8.2 All members of the KMHA shall respect other ODHA, ODMHA and KMHA members, officials, parents, players, team officials, volunteers and Executive Committee members. Any inappropriate conduct, harassment or abuse (includes the use of profanity) directed towards game or team officials, parents, players, volunteers, or Executive Committee members of the KMHA, ODHA, ODMHA or of another Branch, District or Association will not be tolerated.
- 8.3 All members of the KMHA shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 8.4 Violation by any member of any provision of this Code of Conduct may result in an immediate and indefinite family (including player) suspension or expulsion from the KMHA
- 8.5 In the event of an alleged violation of this Code of Conduct, the Chairman, Discipline and Appeals shall be notified immediately and shall convene a hearing of the Discipline and Appeals Committee as soon as practical. The Committee shall consist of the Chairman, the President or his designate and three other members of the Executive Committee and shall follow the ODMHA Discipline and Appeal hearing format and guidelines.

## Appendix B: HOCKEY CANADA – FAIR PLAY CODE

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KMHA acknowledges and supports Hockey Canada's Fair Play Code.

### **RESPECT THE GAME**

Hockey Canada asks you to consider your role in showing "**Respect**" for the game, and for the people who make this the great game it is. How much do you RESPECT the game of hockey and all its participants?

**How many of the following statements apply to you?**

- The safety of the participants in the game is more important than the final score.
- I value the contribution of the coach in developing the player's talents, even though I may not always agree with their methods.
- I understand that officials do not make the hockey rules, they only apply them.
- I understand that children learn from adults, and my behaviour reflects what I want children to learn.
- I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
- I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
- I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
- I understand that the biggest reason for players and officials quitting the game is abuse.

#### ***FAIR PLAY CODE for parents...***

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn best by example.
- I will applaud good plays / performances by both my child's team and their opponents.
- I will never question the official's judgement or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.

#### ***10 WAYS TO BECOME A GOOD HOCKEY PARENT***

1. Get involved with your son or daughter's team in a positive way.
2. Let your son or daughter know you enjoy having them involved with the game
3. Don't lose perspective; emphasize the values associated with the game.
4. Be supportive and don't let expectations become a burden to your son or daughter
5. Model respectful behaviour for your son or daughter.
6. Be there for your child whether they win or lose.
7. Make safety, respect, fair play and fun a priority.
8. Support your child emotionally
9. Encourage your child to participate but avoid pressuring them to play the game
10. Communicate with your son's or daughter's coach in a professional effective manner.

## Appendix C: DEFINITIONS

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**KMHA acknowledges and supports Hockey Canada's definitions of harassment, abuse and bullying.**

*The following definitions will be used to determine the grounds on which the allegation is made and the process to address it.*

### **HARASSMENT**

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Harassment may occur among anyone between peers (e.g.: player to player of the same age group, parent to official, parent to parent, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee).

The following is a non-exhaustive list of examples of harassment:

- Unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation etc.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem
- Practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety
- Degrading or inappropriate hazing rituals
- Unwanted or unnecessary physical contact including touching, patting, pinching
- Unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement
- Sexual assault or physical assault

### **ABUSE**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse and neglect are community problems requiring urgent attention. The KMHA is committed to help reduce and prevent the abuse and neglect of participants. The KMHA realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing the Ontario provincial protection acts and following through as required. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca)

#### **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.

#### **Emotional Abuse**

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

#### **Sexual Abuse**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two (2) categories of sexual abuse: contact and non-contact.

#### **Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diet, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

## **BULLYING**

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.)

The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue – e.g. extortion, physical assault etc...

Bullying can be broken down into four types:

- Physical (hit or kick victims; take/damage personal property)
- Verbal (name calling; insults; constant teasing)
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
- Cyber bullying

The following is a non exhaustive list of tactics used by bullies to control their targets:

- Unwarranted yelling and screaming directed at the target
- Continually criticizing the target's abilities
- Blaming the target of the bullying for mistakes
- Making unreasonable demands related to performance
- Repeated insults or put downs of the target
- Repeated threats to remove or restrict opportunities or privileges
- Denying or discounting the targets accomplishment
- Threats of and actual physical violence

## **MISCONDUCT**

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (e.g., an independent investigation) or informal process (e.g., an internal fact finding), to be contrary to the KMHA Code of Conduct and that is not harassment, abuse or bullying.